

**Summary of the  
Conference Management Committee Meeting  
January 15, 1998**

The Conference Management Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Thursday, January 15, 1998, at 1:30 p.m. Eastern Standard Time (EST) as part of the Third NELAC Interim Meeting in Arlington, VA. The meeting was led by its chair, Ms. Marion Thompson of the United States Environmental Protection Agency/Office of Water/Office of Science and Technology. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

**INTRODUCTION**

Ms. Thompson began the meeting by introducing the NELAC Conference Management members present. She then asked if any participants had any items they wished to add to the agenda which included discussion of the next two annual meetings, their locations, and the next interim meeting. Also, she indicated a need to discuss the NELAC bulletin board as it relates to conferences.

**CONFERENCE LOCATIONS**

The NELAC process indicates that the annual meetings are co-hosted by the state of the chair of the NELAC Board of Directors. The 1998 annual meeting in San Antonio, TX is currently scheduled to be held June 29 to July 2 at the Omni Hotel. There was some discussion of problems associated with state and national holidays occurring at the end of that week, and the effect that will have on the participation of some state employees. A Monday start for the meeting (June 29) may be preferable.

The next interim meeting will in be held in Washington, D.C. in early December 1998. Two hotels are being considered; the Sheraton National and another in Pentagon City. Participants indicated a desire to get a hotel with more services, restaurants, etc. within walking distance. Participants indicated a preference for a Crystal City location or other areas not limited to the immediate vicinity of the meeting.

The 1999 annual meeting will be in Saratoga Springs, New York, about 30-40 minutes north of the Albany airport. Housing and meetings will be held in the Sheraton Hotel during the last week in June. There was some discussion as to whether to include breakfast for participants and the effect it would have on registration fees. The annual meeting currently has a registration fee of \$100.

NELAC is still searching for cosponsors for the interim meetings; current candidates include American Industrial Hygiene Association (AIHA) and American Water Works Association (AWWA). The Association of State and Territorial Public Health Laboratory Directors submitted a proposal to cosponsor a conference. The committee discussed criteria for selection of a cosponsor, particularly with respect to conflicts of interest. It is possible that cosponsors could assist with production of materials for the conference. The effect that sponsorship would have on RTI's role was also discussed; the committee does not intend to have RTI's facilitation

role change, but the meeting production role of RTI might change as a result of cosponsorship. The importance of continuity resulting from RTI assistance was considered critical by all present. There was also discussion of allowing exhibitors to be present at meetings to help defray costs.

Discussion then turned to the registration fee cap of \$100. Participants indicated that the fee can be construed as a support fee, that it is not unreasonable to request it of participants, and that a higher fee would be acceptable (within reason and as necessary to support the conference). Future interim conferences will also have a registration fee.

## **NELAC BULLETIN BOARD**

A suggestion was recently made to this committee that improvements be made to the NELAC bulletin board; Ms. Thompson indicated that she will pass that request on to the outreach and membership committee.

## **OTHER COMMENTS**

Ms. Thompson then asked for comments from the floor. A participant from North Carolina stated that the current fiscal schedule in that state prevents him from attendance at the annual meetings. He requested the committee keep these difficulties in mind when planning future meetings.

**ACTION ITEMS**  
**Conference Management Committee**  
**January 15, 1998**

<b>Item No.</b>	<b>Action Item</b>	<b>Date to Be Completed</b>
1.	Discuss improvement to NELAC bulletin board with Membership and Outreach Committee -- Ms. Thompson	
2.	Discuss with Board the dates of future NELAC meetings to avoid end of fiscal year constraints on states -- Ms. Thompson	
3.	Discuss with Board registration fees for interim and annual conferences.	

**PARTICIPANTS**  
**Conference Management Committee**  
**January 15, 1998**

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